

**CITY FEE OWNED PROPERTY
DIRECT SALE REQUEST SUBMITTAL GUIDELINES**



PLEASE FORWARD YOUR SUBMITTAL TO:

Property Management Department
Real Property Division
900 Monroe Street, Suite 404
Fort Worth, Texas 76102

Under certain exceptions (listed below), the City allows the sale of surplus property to an abutting property owner:

- Narrow strips of land, or land that because of its shape, lack of access to public roads, or small area cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances; exception);
- Streets or alleys, owned in fee simple title or used by easement;
- Land or a real property interest originally acquired for streets, right-of-ways, or easements that the political subdivision chooses to exchange for other land to be used for streets, right-of-way, easements, or other public purposes, including transactions partly for cash;
- Land that the political subdivision wants to have developed by contract with an independent foundation;
- A real property interest conveyed to a governmental entity that has the power of eminent domain;
- A municipality's land that is located in a reinvestment zone designated as provided by law and that the municipality desires to have developed under a project plan adopted by the municipality for the zone;
- A property interest owned by a defense base development authority established under Chapter 378, Local Government Code;
- Foundations and/or Governmental Entities;
- The purchaser will be required to have the property surveyed at their expense before an appraisal is ordered;
- The purchaser will be required to pay for an appraisal by a City approved appraiser and submit a copy of the appraisal to the Property Management Department- Real Property Division.
- A signed copy of this Direct Sale Request Submittal Guide must be returned with the request
- Any expense incurred by the interested buyer will not be returned or reimbursed by the City of Fort Worth. Expenses include, but are not limited to: appraisal, survey, title closing fees (if applicable) or curative title expenses.

Submittal Date _____

Property Address _____ Legal Description _____

LETTERS MUST INCLUDE THE FOLLOWING:

- | | |
|---------------------------|---------------------------|
| *Reason for purchase | *Planned Use/Development |
| *Current Zoning | *Copy of Deed and/or Plat |
| *Title issues or concerns | *MAPSCO |

Interested Buyer's Contact Information: Phone # _____ Email _____

Special Note: This request does not guarantee you the property. All requests are reviewed for appropriate qualification criteria and must be approved by City Council. Incomplete requests will not be considered. This process may take 3-4 months from receipt of all required documentation to complete.

Interested Buyer's Initials _____

_____ Date

*Property Management Department – For CFW Use ONLY
NOTE: This form must be returned with the request*

September 16, 2016